




# PLANNING FOR YOUR SPECIAL EVENT



Loudoun County  
SPECIAL EVENTS  
COMMITTEE

	<p>Its location in Northern Virginia, the beauty of the surrounding countryside and the historic value of the area is reason enough for anyone wishing to conduct a special event to look to Loudoun County as that special place to hold their event.</p> <p>When returned, the Events Planning Information form will assist us with providing you with the required city, county and state permit applications and service guides.</p> <p>Our goal for a safe and successful event is to ensure that all permits, licenses and site safety plans/procedures are accomplished at least 30 days prior to the start of your event. There are certain procedures that can not be completed until just a few days prior to your event but the above mentioned preparations in place well in advance will ensure no last minute problems.</p>
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As an event organizer, you are a very important member of our public health and life safety team. We appreciate your participation.

Contact the Special Events Committee to coordinate a preliminary discussion about your special event.

703-737-8919  
Special Event Coordinator  
[wflagler@loudoun.gov](mailto:wflagler@loudoun.gov)

